



OKLAHOMA DEPARTMENT OF HUMAN SERVICES



New Licensing Specialist Training (NLST) Checklist

New licensing specialist (LS)	Start date
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All checklist items are completed within the first year of employment with Oklahoma Child Care Services (OCCS) Licensing, unless otherwise specified, including NLST Core as scheduled. Before NLST Core, complete tasks identified with an asterisk.

OKDHS orientation

	Date
Complete OKDHS new hire packet and checklist (See OCCS InfoNet page)	
Complete OKDHS new hire trainings (See OCCS InfoNet page)	

Performance Management Process (PMP)

		Due	Date
Initiate PMP (Form OPM-111)	Start date		
Review	6 month		
Review	12 month		

NLST Checklist

		Due	Date
Initiate NLST Checklist (Form 07LC068E)	Start date		
Supervisor review	Monthly	Monthly	Monthly
Completion	12 month		

Child Care Licensing orientation

* Before attending NLST Core - OCCS Division Overview, complete item A, if time permits.

	Date
A. View <i>Legacy of Miracle Hill</i> video and read brochure	

Child Care Licensing System (CCLS) and Other Computer Programs

* Before attending NLST Core - CCLS and Other Computer Programs, complete items A - C.

	Date
A. Review OCCS InfoNet page, including forms	
B. Review OCCS Internet page, including forms, policy, and publications	
C. Review Child Care Licensing System (CCLS) manual	
D. Complete NLST Core-CCLS and Other Computer Programs checklist	

Family Child Care Homes (FCCH) orientation

Guideline: Conduct FCCH visits on own within two to three months of employment.

Licensing

* Before attending NLST Core - FCCH Requirements Overview, complete item A - D.

	Date
A. Observe visits conducted by another LS	
B. Read FCCH requirements	
C. Complete NLST Core - FCCH Requirements Overview exercise	
D. View <i>FCCH: Health and Safety Overview</i> video	

Complete unofficial monitoring reports while accompanying another LS.

FCCH	LS	Date
1.		
2.		
3.		
4.		
5. Large FCCH		

Complete official monitoring reports with witness (at least once with supervisor).

FCCH	LS	Date
1.		
2.		
3.		
4.		
5. Large FCCH		

FCCH orientation continued

Stars

* Before attending NLST Core - FCCH Stars Overview, complete items A - C.

	Date
A. Observe Stars visits conducted by another LS	
B. Read FCCH Stars policy - OAC 340:110-1-8.3	
C. Read FCCH Stars resource book	

Complete unofficial monitoring reports while accompanying another LS.

FCCH	LS	Date
1.		
2.		

Complete official monitoring reports with witness (at least once with supervisor).

FCCH	LS	Date
1.		
2.		

Licensing process

	FCCH	Date
Inquiry process		
Application process (including issuance of permit and license)		
Issuance of subsequent permits		
Withdrawal of application		
Change in class		

Practicum

Guideline: Complete FCCH Practicum after NLST Core - FCCH Requirements Overview. Complete practicum within six months of employment.

FCCH	Due	Date

Child Care Centers (CCC) orientation

Guideline: Conduct CCC visits on own within 4 to 5 months of employment.

Licensing

* Before attending NLST Core - CCC Requirements Overview, complete items A - D.

	Date
A. Observe visits conducted by another LS	
B. Read CCC requirements	
C. Complete Compliance Review for CCC (Form 07LC069E)	
D. View <i>Orientation for Child Care Professionals</i> video	
E. Attend CCC requirements training (standards presentation) at a facility	

Complete unofficial monitoring reports while accompanying another LS.

CCC	LS	Date
1.		
2.		
3.		
4.		
5.		
6. Part day		
7. School-age		

Complete official monitoring reports with witness (at least once with supervisor).

CCC	LS	Date
1.		
2.		
3.		
4.		
5.		
6. Part day		
7. School-age		

CCC orientation continued

Stars

* Before attending NLST Core - CCC Stars Overview, complete items A - C.

	Date
A. Observe Stars visits conducted by another LS	
B. Read CCC Stars policy - OAC 340:110-1-8.3	
C. Read CCC Stars resource book	

Complete unofficial monitoring reports while accompanying another LS.

CCC	LS	Date
1.		
2.		

Complete official monitoring reports with witness (at least once with supervisor).

CCC	LS	Date
1.		
2.		

Licensing process

	CCC	Date
Inquiry process		
Application process (including measuring, equipment inventory, issuance of permit and license)		
Issuance of subsequent permits		
Withdrawal of application		
Change in class		

Practicum

Guideline: Complete CCC Practicum after NLST Core - CCC Requirements Overview. Complete practicum within six months of employment.

CCC	Due	Date

Policy orientation

Guideline: Policy orientation is to be interwoven through out training.

General

* Before attending NLST Core - Policy Overview, complete item A.

	Date
A. Read policy	

Public inspection of licensing files

	Date
Prepare a case summary for a parent	
Prepare a FCCH and CCC case for public view	

Background investigations

	Date
Observe criminal history report reviews	
Observe Oklahoma State Courts Network (OSCN) reviews	
Observe OKDHS reviews	
Discuss and/or observe waiver process	

Stars

	Date
Observe an extension of time to comply request	
Observe a star reduction referral request	

Case management

	Date
Observe change in address	
Observe change in ownership	
Observe change in capacity	

Special needs rate

	Date
Observe special needs certification process	
Observe special needs review	

Policy orientation continued

Complaints

* Before attending NLST Core - Compliant Policy Overview, complete item A.

	Date
A. Observe FCCH and CCC investigations, with interviews	

Complete official investigation with witness (at least once with supervisor).

	LS	Date
1. FCCH		
2. FCCH		
3. CCC		
4. CCC		
5. Conduct Child Interview		

Unlicensed

	Date
Observe unlicensed investigation due to inquiry	
Observe unlicensed investigation due to complaint	

Complete official investigation with witness (at least once with supervisor).

	LS	Date
1. Inquiry		
2. Complaint		

Case closures

	Date
Observe voluntary case closure process	

Case management responses to non-compliant facilities

	Date
Discuss emergency orders, revocations, and denials with regional program manager (RPM)	

OCCS partners and other resources orientation

Guideline: Resources orientation is to be interwoven through out training.

Oklahoma Child Care Resource and Referral Association (OCCRRA)

* Before attending NLST Core - OCCRRA, complete item A.

	Date
A. Review www.oklahomachildcare.org and materials	
B. Meet local R & R staff and discuss their services	

Center for Early Childhood Professional Development (CECPD)

* Before attending NLST Core - CECPD, complete item A.

	Date
A. Review www.cecpd.org and materials	

Scholars for Excellence in Child Care (SECC)

* Before attending NLST Core - SECC, complete item A.

	Date
A. Review www.okhighered.org/scholars and materials	
B. Meet local scholar coordinators and discuss their services	

Warmline and consultants

	Date
Review Warmline materials and listen to a few pre-recordings	
Review Child Care Consultant materials	

Other resources

	Date
Review conference voucher materials	
Review food program materials	

NLST Core

The policy/training specialists from state office will notify new licensing specialists and their supervisors of the training dates. All training may **not** be offered within your first year of employment.

- **Before training, complete tasks identified with an asterisk.**
- **Bring the following to each training: NLST Checklist, Requirements, and Policy.**

	Date	Trainer Initials
OCCS Division Overview *		
FCCH Requirements Overview *		
FCCH Stars Overview *		
CCLS and Other Computer Programs *		
CCC Requirements Overview *		
CCC Stars Overview *		
Documentation		
Complaint Policy Overview *		
Policy Overview *		
Consultation Resources and Provider Support Services		
OK Child Care Resource and Referral Association (OCCRRA) *		
Center for Early Childhood Professional Development (CECPD) *		
Scholars for Excellence in Child Care (SECC) *		
Balance of Authority and Ethics		
Interviewing Skills		
Drug Identification and Awareness		
Personal and Environmental Safety		
Child Development - Theories		
Child Development - Infant/Toddler		
Child Development - Preschool		
Child Development - School-Age		
Creative Learning Environments		
Early Learning Guidelines		

Time permitting activities

Guideline: If time permits, complete items before (or after) the NLST Core training indicated.

OCCS Division Overview

	Date
Review OCCS www.okdhs.org/childcare	
Review <i>Selecting Quality Child Care Parents Guide</i> brochure	
Read <i>Rights and Responsibilities</i> brochure	
Read Oklahoma Child Care Facilities Licensing Act	
Read <i>OCCS Annual Report</i>	
Review National Association of Regulatory Administrators (NARA) www.naralicensing.org	

FCCH Requirements Overview

	Date
Review Oklahoma Training Approval System www.cecpcd.org	
Review Training Opportunities www.cecpcd.org	
Review Child Development Associate (CDA)/Certified Childcare Professional (CCP) www.cecpcd.org	

FCCH Stars Overview

	Date
Review FCCH Environmental Rating Scales (ERS) www.cecpcd.org	

CCC Requirements Overview

	Date
Review Oklahoma Registry www.cecpcd.org	
Review Child Care Careers/Pathway www.cecpcd.org	
Review Leadership Academy www.cecpcd.org	
Complete Entry Level Child Care Training (ELCCT)	

CCC Stars Overview

	Date
Review CCC Environmental Rating Scales (ERS) www.cecpcd.org	

Managing your caseload

	Date
Complete correct case file order for each case	
Identify when visits are due and redistribute as necessary	
Identify tribal agreements and any action required	
Identify dual approvals and any action required	
Identify granted and denied waivers and any action required	
Identify restricted individuals where a waiver was not requested	
Conduct annual OKDHS background checks	
Conduct annual OSCN background checks	